

Appointment Type: Permanent
Working Time: Full Time
Reference Code: NB00021303e
Opening Date: 04/13/2010
Closing Date: 04/28/2010

Classification Counselor 2

\$3,176 - \$4,167 monthly (Range 47) Plus 2.5% location pay

Agency Information

Department of Corrections

Location: Connell, Washington

This recruitment will be used to fill several vacancies for Classification Counselor 2 at Coyote Ridge Corrections Center. This recruitment will close on Wednesday April 28, 2010 at noon.

Please note: In order to be considered for this position, you must complete the entire Application Wizard. For further details please refer to the "Application Process" section of this recruitment.

Agency Profile:

The Department of Corrections, as a partner in the criminal justice system, enhances public safety, administers criminal sanctions and programs in accordance with the law, and provides leadership for the future of corrections in Washington State.

- The agency mission is, "The Department of Corrections is working together for safe communities and to improve public safety."
- Staff as our greatest asset. We are committed to the personal and professional development of our staff, and actively seek staff involvement and a shared sense of commitment and service at all levels.
- Professionalism and quality of service. As correctional professionals, we demonstrate our commitment through competency, accountability, ethics, and pride in work.
- A safe, healthy work environment: We are committed to providing a safe and healthy environment for staff and offenders.
- Respect for individuals: We recognize the diversity of individuals and their contributions, and we strive to treat all people - offenders, staff, and public with dignity and understanding.
- Clear, open, honest communication. We encourage communication that promotes unity, productivity, and understanding.
- People's ability to grow and change. We acknowledge that people - offenders and staff, have the need and ability to grow and change and we support their endeavors.
- Community interaction. We encourage positive interaction with the community as we strive to promote public safety, community protection, and public understanding.
- Coyote Ridge Corrections Center (CRCC) occupies approximately 110 acres. The Medium Security Complex (MSC) is on approximately 60 acres while the Minimum Security Unit (MSU) occupies approximately 50 acres. Both are within the city limits of Connell. CRCC will hold 2,392 offenders who are minimum/medium custody and will employ over 550 staff.

For additional information about the Department of Corrections, please visit www.doc.wa.gov.

Duties

- Maintains and coordinates contact with employers and/or school personnel to evaluate a resident's progress;
- Attends classification committee sessions, discusses and makes recommendation regarding resident's progress and program;

- Counsels with and advises residents to assist them in improving their personal outlook, adjustment to basic living problems and social behavior;
- Prepares reports, making recommendations regarding resident treatment, training, progress, and/or revocation; recommends resident placement in treatment programs; aids residents in located employment;
- Participates in staff meetings; provides input to program policies, rules, and regulations; appears with resident at Parole Board hearings and makes recommendations;
- Interviews residents to obtain and compile personal data and social background; contacts friends, relatives, teachers, and public and private agencies to secure information on the resident's background, personal history, and social adaptability;
- Participates in meetings such as disciplinary, fair hearing, disposition, progress and planning and makes appropriate recommendations;
- Processes furlough and/or work/training release applications, making recommendations; conducts investigations for furlough and/or work/training release status;
- Serves legal papers on residents regarding court actions, divorce, separations, consents for adoption and other legal actions;
- Monitors resident's progress in individual treatment plan and graduated responsibility program and recommends adjustments as necessary;
- Approves and/or recommends approval of resident financial transactions; may be responsible for the supervision of student interns or volunteers;
- Performs other work as required.

Qualifications

A Bachelor's degree, involving major study in one of the social sciences or closely related field, and one year of social service or corrections experience.

OR

Satisfactory completion of two years of college in one of the social sciences or in a closely related field and three years of experience in adult corrections, juvenile corrections, rehabilitation or social casework. Graduate training in one of the social sciences or in a closely related field will substitute for one year of the experience stated above.

OR

One year as a Classification Counselor 1 in Washington State service.

Note: Corrections experience means that the focus of the work is dealing directly with inmates a majority of the time.

Note: Pre-employment process may include drug testing.

Special Notes

All Department of Corrections' employees are fingerprinted for a criminal history background check.

Employees work with offenders in a potentially hazardous setting. Please consider this when deciding whether to apply.

Tuberculosis is a priority health issue for Department of Corrections' employees. Periodic skin tests are required for all health care providers and those who transport known/suspected Tuberculosis patients. Testing is voluntary for all other employees. When positive tests result, further testing and treatment may also be required. Employment is not contingent upon test results.

These positions are in a classification which is included in a Union Shop that requires employees to become members within thirty (30) days of employment.

All DOC facilities are smoke and/or tobacco free.

Other Information

The Core Competencies for all Department of Corrections' employees are: Safety; Treats Others with Respect and Courtesy, Dependability, Accountability, Judgment and Problem Solving, Leadership, Communication, Relationship Building, and Ethics and Integrity.

Washington State Employees enjoy outstanding comprehensive benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; flexible work hours; training; and state retirement plans. For more information please visit:

<http://www.doc.wa.gov/jobs/benefitssummary.asp>.

The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or toll free (877) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211. For questions about this recruitment email jmnelson@doc1.wa.gov or call (509) 543-5880 or (509) 543-5882.

How to Apply

For job seekers who are not permanent state of Washington employees:

1. Go to <http://careers.wa.gov/SearchAndApply.htm>.
2. If you are a new user, click on Register Now under the heading: **New Users**. Complete the fields under the **Registration** page. Remember to read and confirm acceptance of the Data Privacy Statement under the **Data Privacy Statement** header. Click Register. You are encouraged to build your profile in the system by clicking Option 1: Build Resume Profile under the header **My Resume**. Returning users can log-in by clicking the Job Seekers Login button.
3. Click on Apply Directly under the heading **My Job Search and Applications**.
4. In the reference code field, enter NB00021303* and click on Start Search.
5. Click on the link Classification Counselor 2, Connell, WA under the **Job Posting** column heading to view the complete announcement and apply.
6. Click through all the tabs along the top to complete your application and a questionnaire.
7. Attach your current resume through the **Attachments** tab.
8. Submit a cover letter summarizing how your knowledge, skills and abilities meet the minimum qualifications of this position under the **Cover Letter** tab.
9. Your application will not be submitted until you hit the **Submit** button under the **Send Application** tab. Make sure to review all your information as you will not be able to edit your application once it has been submitted.
10. If you would like to see the status of your application, click on View Profile and Application History Statuses and Scores under the **My Job Search and Application** column heading on the **External Job Seeker Start Page**. You will be able to view your questionnaire scores on this page, including the latest status of all your applications.

Help is available

- A users' guide for applying to jobs is available at <http://careers.wa.gov/help/>.
- If you need assistance applying for this job, please call DOP at (360) 664-1960 or 1-877-664-1960 or e-mail Information@dop.wa.gov.